

METHOD AND SYSTEM FOR AUTOMATICALLY AND TRANSPARENTLY
ARCHIVING DOCUMENTS AND DOCUMENT META DATA

ABSTRACT OF THE DISCLOSURE

According to the present invention, an automatic archiving system that
5 makes document archiving largely transparent to the user. In one embodiment,
documents scanned in or printed during the course of office equipment operation are
automatically archived. For example, an office local area network (LAN) may
interconnect a copier, a printer, a facsimile machine, and a document management
workstation. Whenever, a document is copied, printed, or faxed, a document image is
10 archived by the document management workstation without further user intervention. A
single user command results in the document being copied and archived, printed and
archived, or faxed and archived.